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4 September 1956

MEMORANDUM FOR: Multiple Addressees

SUBJECT : Minutes of Deputy Director (Support) Staff Meeting, 22 August 1956

1. Regarding paragraph 4. of subject minutes, it appears that General Cabell's Office would like to have a copy of everything sent to the Directors Office, whether for information or action.

2. If the paper going forward to the DCI is being transmitted for information only, a copy is routed to the DDCI simultaneously.

3. If the paper requires action, DDCI is added to the distribution and he will receive his copy after the Director has signed as either approving or disapproving.

4. The above instructions will apply even while General Cabell is Acting Director of Central Intelligence.

5. As to attachments, if there is an extra copy of such a document, they would appreciate having it attached to the copy for the DDCI. However, if there is none available, it will not be necessary to make one especially for the DDCI as General Cabell can always borrow the attachment to the Director's copy.

(signed)

H. GATES LLOYD
Acting Deputy Director
(Support)

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